

**CITY OF HOMER**  
**PART-TIME EMPLOYEE BENEFITS**

The City of Homer has formally adopted Personnel Regulations and every employee is given a copy. Listed below is a brief list of benefits provided to employees. If you have further questions please contact the Personnel Office at 907-235-8121 ext 2225.

**Holidays**

After completing five full years of service part-time employees will receive holiday pay pro-rated on their scheduled workweek. Employees receive 11 paid holidays a year, plus their birthday. Part-time employees that work on a recognized holiday will be paid overtime for all hours worked in addition to receiving prorated holiday pay. Holiday pay is not considered work time and will not be counted as hours worked for the purposes of overtime calculation.

Part-time employees who normally work more hours per day than they receive in holiday pay can be paid less than their scheduled workweek hours or use leave or compensatory time if available to accumulate their scheduled workweek hours.

- Employees working 20 hours per week, four holiday hours
- Employees working 24 hours per week, five holiday hours
- Employees working 28 hours per week, six holiday hours

**Leave With Pay.**

After completing five years of service part-time employees will accrue leave at the following rates:

	<b>20 hours per week</b>	<b>24 hours per week</b>	<b>28 hours per week</b>
5 <sup>th</sup> to 9 <sup>th</sup> Year	2.77 hrs/payperiod ~ 9 days/year	3.32 hrs/ payperiod ~ 11 days/year	3.87 hrs/ payperiod ~ 13 days/year
10 <sup>th</sup> to 14 <sup>th</sup> Year	3.69 hrs/payperiod ~ 12 days/year	4.42 hrs/ payperiod ~ 14 days/year	5.16 hrs/ payperiod ~ 17 days/year
15 <sup>th</sup> Year and Over	4.61 hrs/ payperiod ~ 15 days/year	5.53 hrs/payperiod ~ 18 days/year	6.46 hrs/ payperiod ~ 21 days/year

\* Days per year are based on 8 hour days.

**Sick Leave Bank**

After completing five years of service part-time employees will receive sick leave pro-rated according to their scheduled work week. When sick leave is exhausted employees are required to use their leave bank.

- Employees working 20 hours per week, 20 hours annually
- Employees working 24 hours per week, 24 hours annually
- Employees working 28 hours per week, 28 hours annually

**Health Insurance**

The City is self-insured for major medical, vision and dental benefits. Coverage is for the employee only based on a prorated cost. Employees are eligible for coverage on the first day of the month following one full month of employment.

**Aflac**

Pre-taxed supplemental policies, such as accident, cancer and disability may be purchased through payroll deductions. Flex One spending accounts for medical or day care expenses can also be set up during open enrollment periods.

**Probationary Period**

The probationary period for part-time employees shall be the first 1040 hours worked (the equivalent of six months) or 2080 hours worked for part-time division of police services employees. All employees are placed on a six month probationary period except police and fire department employees who are placed on a one year probationary period. After successfully completing your probationary period you will be eligible for a merit increase. Merit increases are given thereafter based on successful completion of your annual evaluation and 2080 hours.